

EDITED TASK LISTING

CLASS: PERSONNEL SERVICES SPECIALIST I

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Performs salary determinations for appointments, reinstatements, transfers, demotions, punitive actions and range changes.
2.	Determine eligibility for health benefits, dental, long-term disability & life insurance, family medical leave act, vision, flex and catastrophic time bank.
3.	Collect data from payroll history and employment history to prepare employment verifications.
4.	Determine FLSA calculation rate by utilizing special pays, shift and holiday for overtime rate.
5.	Determine disability (TD, Workers Comp, and NDI) for preparing applicable personnel and payroll documents.
6.	Prepare appointment documents and verify appointment eligibility using appropriate reference manuals.
7.	Prepare separation docs., determine lump sum to be paid, separation benefits.
8.	Prepare miscellaneous PAR transactions for updating and documenting employment history.
9.	Determine eligibility, track and verify leave credit usage for FMLA, CTB, military leave, education leave, annual leave, sick and vacation.
10.	Calculate salary advances to issue correct pay for appropriate pay period.
11.	Interpret bargaining unit contracts for all personnel and payroll related issues.
12.	Post and maintain roster cards for all position activity.
13.	Certify time and attendance to ensure accurate master payroll is issued from SCO.
14.	Key personnel and payroll documents into SCO database.
15.	Convey accurate information verbally and/or written personnel and payroll issues related to employees.
16.	Interact with staff, public and management in a professional manner.
17.	Maintain confidentiality related to employee's personnel and payroll information.
18.	Filing of all payroll and personnel documents and maintaining Official Personnel Files.
19.	Prioritize and organize personnel workload to ensure time frames are met.
20.	Process and track account receivables and salary garnishments.
21.	Post and audit attendance for payroll and leave benefits.